

**CONSUMER PROTECTION ACT ('CPA') NOTICE - Please read the following carefully & proceed accordingly:**

The CPA in section 49 requires of us to bring to your attention the listed points below:

- The CPA in section 49 also requires of us to 'Spell out' risk(s) of certain aspects & activities, these clauses have been explained below, and require you initial each page & requires you to tick the box at the end of this document, that you have read, been explained, understood & accepted, if any of these are still not clear or you need any further explanation please contact us before signing.
- The CPA in section 41 also requires of us to clarify any '*apparent misapprehension*' you may have – if you have such a '*misapprehension*' DO NOT accept the T&C, mail or phone us AGAIN BEFORE completing any 'tick box'
- If you are finally satisfied that all your queries have been addressed to your satisfaction, then (1) Read the below terms, (2) Initial each page, (3) tick the box in acceptance of Terms & (4) proceed.

**APPLICATION** - All enquiries, advice, quotations or estimates made or provided by or bookings made with and/or all services rendered by or on behalf of the Travel Agent are subject to these transactional terms:

**THE CLIENT AND AUTHORITY**- The person requesting such quotations or estimates or making such booking or to whom any service is rendered, is deemed to have read had explained (where applicable), understand and accepted the Conditions and to have the authority to do so on behalf of the person in whose name the estimate or quotation or reservation is requested and/or provided and/or the person to whom the services are rendered (collectively referred to as 'the Client').

**THIRD PARTY SERVICE PROVIDERS** – The Travel Agent provides Clients with travel and/or other services either itself or acting as an intermediary ("the Travel Agent"), as defined in the Consumer Protection Act 68 of 2008, for third party service providers engaged in or associated with the travel industry, such as airlines (collectively referred to as 'the Third Party Supplier'). The Travel Agent represents the Third Party Supplier as agents only and accordingly accepts no liability for any loss, damage, injury, illness, harm or death which any Client may suffer as a result of any act or omission on the part of or the failure of the Third Party Supplier to fulfill their obligations, whether in relation to travel arrangements, accommodation or otherwise unless, in the case of injury or death, it is due to the negligent act or omission of the Company. The contract in use by the Third Party Supplier (which is often constituted by the ticket issued by the Third Party Supplier), shall constitute the sole contract between the Third Party Supplier and the Client and any right of recourse the Client may have, will be solely against the Third Party Supplier. The Travel Agent will provide the identity and terms and conditions (or access thereto) of all the Third Party Suppliers relevant to the service being provided for the Client's booking. It's the Client's responsibility to familiarise itself with such terms and conditions ('the Third Party Supplier's Conditions').

**CAR & VEHICLE HIRE** – These contracts ('Car Hire T&C's) are onerous & include absolute, no fault and strict liability provisions. These Car Hire T&C's must be read very carefully and anything you don't understand or about which you (or the traveler) have any misapprehension, must be discussed with the car hire consultant BEFORE you sign the Car Hire T&C. Please note that you will be liable for all traffic fines and toll fees. We strongly recommend you check the vehicle thoroughly with a representative of the car hire business upon collection and return and ensure that any damage, scratches, faults or shortcomings are noted & signed for. Note that the Car Hire T&C shall constitute the sole contract between the car hire company and the Client and any right of recourse the Client may have, will be solely against the car hire company in terms of the Car Hire T&C.

**AIR TICKETS** – These tickets are linked to contracts ('Air T&C') are very complex and can entail very strict requirements regarding change, airport and departure taxes and cancellation provisions and you MUST enquire about ALL the applicable conditions BEFORE you pay for the ticket. You should also take note that if your flight/itinerary consists of more than one flight/coupon/ticket, you are not allowed to use such tickets/coupons out of sequence or to 'skip' one (& e.g. opt for train, bus or car transport) as this will VOID the entire balance of the journey/itinerary. '*No-shows*' may result in the ticket being voided and/or the Client being charged a cancellation fee Note that the Air T&C shall constitute the sole contract between the airline and the Client and any right of recourse the Client may have, will be solely against the airline in terms of the Air T&C. Your rights of recourse as a consequence of over-booking are prescribed by the CPA. Loyalty programs are governed by strict rules of which the Client must be aware and retention of boarding passes and other documentation pertaining to such programs is the sole responsibility of the Client. Consult the Travel Agent about refunds for unused tickets as strict deadlines apply.

**BOOKING, DEPOSIT & RESERVATION** – Once the Client (or their designated representative) has requested a booking in writing or via e-mail or the Internet or SMS or instant message, the Travel Agent will prepare and provide the Client with the best option (by e-mail) ('the Estimate'). Upon the Client's written confirmation that the facts and information contained in the Estimate is correct, the Travel Agent will prepare a priced booking for the Proposed Travel Arrangements ('the Quotation'). Payment will be made according to the agreed terms. Once the Booking has been completed, the Client will be supplied with final detail of your Booking.

**DESTINATION SELECTION** - The Client acknowledges that it has selected the itinerary and destination(s) constituting the Booking based on information gleaned from brochures and/or the Internet. It also acknowledges that such brochures and/or the Internet have been compiled and are managed and up-dated by the Third Party Supplier over which the Travel Agent has no control. Accordingly, the Travel Agent cannot and does not guarantee that the itinerary and/or any destinations will comply in whole or in part with such brochure and/or the Internet. Any right of recourse in that regard will be against the Third Party Supplier.

**PAYMENT AND PAYMENT TERMS** – Payments will be made in advance by credit card or as per the agreed payment terms. The client hereby agrees to be responsible to settle any legal or other fees incurred by the Travel agent in recovering any unpaid amounts owing by the client to The Travel Agent or the Third Party Supplier.

**Payment of all accounts are to be paid by the 10<sup>th</sup> of the next month after the booking is made (example: a booking made on 2 August is due on 10 September, whereas a booking made on 30 August will also be due on 10 September)**

**PRICES** – Prices are quoted at the ruling daily exchange rate (where applicable). Until the Travel Agent has received payment of the Price in full, it reserves the right to charge any fluctuations to the Client's account and the Client undertakes to pay for any such fluctuation on demand. The onus will be on the Client to check that there have been no changes in the Price prior to making full and final payment. However, once payment of the Price in full is received, the Price is guaranteed (subject to statutory increases such as VAT). However, airfares are subject to the price and conditions quoted by the airlines and cannot be guaranteed by the Travel Agent (PLEASE NOTE: This applies especially regarding airport taxes for the entire journey). Should the Client be a group booking and the group number deviate from the number required for the Booking, the Third Party Supplier may reserve the right to re-cost the Price and raise a surcharge. Should any Client refuse to accept and pay such surcharge, it may result in the Third Party Supplier may cancelling the Booking and retain any payment made (The Travel Agent will be entitled to retain any service fees charged).

Please note that in some case Third Party Supplier may nevertheless have a clause requiring passengers to pay an additional amount in the event of fuel surcharges or fuel price increases even though full payment has been effected.

**RESPONSIBILITY, LIMITATION OF LIABILITY & INDEMNITY** – The Proposed Travel Arrangements are made on the express condition that The Travel Agent, its employees and agents, shall not be responsible for, and shall be exempt from, all liability in respect of loss (financial or otherwise), damage, accident, injury, illness, harm, trauma, death, delay or inconvenience to or additional expense incurred by any Client (which shall be deemed to include the heirs, executors, administrators or assigns of the Client whether on the tour or journey or not), or of their luggage, or other property, howsoever caused whether or not arising from any act, omission, default, or negligence on the part of the Travel Agent, unless, in the case of injury or death, it is due to the negligent act or omission of the Travel Agent. Such liability will be subject to a limitation of R10 000, 00 (Ten Thousand Rand) per Client per Booking. The Client indemnifies and holds harmless the Travel Agent, its employees and agents accordingly. The Travel Agent, its employees and agents shall furthermore not be liable for any indirect and/or consequential loss or damages whatsoever and howsoever arising, unless section 61 of the CPA applies.

**INSURANCE** - It is strongly advised that all Clients take out adequate insurance cover such as cancellation due to illness, accident or injury, personal accident and personal liability, loss of or damage to baggage and sports equipment (Note that is not an exhaustive list). The Travel Agent will not be responsible or liable if the Client fails to take adequate insurance cover or at all. It shall not be obligatory upon the Travel Agent to effect insurance for the Client except upon detailed instructions given in writing and all insurance effected by the Travel Agent pursuant to such instruction will be subject to such exceptions and conditions as may be imposed by the insurance company or underwriters accepting the risk, and the Travel Agent shall not be obliged to obtain separate cover for any risks so excluded. Should the insurers dispute their liability for any reason, the Client will have recourse against the insurers. Once the insurance has been confirmed and paid for, the Client will be issued with a policy document of the insurer. It is a complex document which must be read BEFORE you initiate your travel so that you can address any queries you may have to the insurer BEFORE you depart.

Please note that various credit card companies offer limited levels of travel insurance, which the Travel Agent does not consider sufficient cover for international travel. Kindly check with the respective credit card companies in order to obtain the specific details of the cover.

**TRAVEL DOCUMENTS** - Documents (vouchers, itineraries etc) are only prepared and released on receipt of payment of the Price in full. Upon receipt of your travel documents, PLEASE CHECK that ALL the detail therein is correct.

**PASSPORTS, VISAS & HEALTH** - It is the entirety the Client's duty to ensure that all passports and visas are current, valid, obtained on time, and will be valid for six months after return to home country and that any vaccinations, inoculations, prophylactic (e.g. for malaria) and the like, where required, have been obtained. Please check the requirements with the Travel Agent before travelling. The Travel Agent will endeavour to assist the Client but such assistance will be at the Travel Agent's discretion and the Client acknowledges that in doing so, the Travel Agent is not assuming any obligation or liability and the Client indemnifies the Travel Agent against any consequences of non-compliance. It is the Client's duty to familiarise him/herself with the inherent dangers of and mental and/or physical condition required for the Proposed Travel Arrangements.

**Please note** that All visitors to South Africa and all clients who are travelling from RSA to another country are required to have a minimum of three blank pages in their passport excluding the front and back cover to enable the entry visa to be issued – However in each case a further enquiry should be addressed to the consulate or embassy of the relevant countries being visited. If there is insufficient space in the passport entry will be denied and the person is likely to be detained pending return

**Tripos Travel (Pty) Ltd**

**A Subsidiary of AFRICAN EQUITY EMPOWERMENT INVESTMENTS LTD**

Directors: K. Abdulla (Chairman), L. O. A. Burt, A. M. Salie (CFO), C. F. Hendricks

**Registered Office at Quay 7, East Pier, Victoria & Alfred Waterfront 8001, Cape Town, South Africa • Reg No. 1970/002523/07**

to their country of origin. Please ensure that all passports are renewed. The client must ensure that the details supplied to the Travel Agent mirror those details shown on their passport for international travel and ID documents for local travel. As a guideline, passports should be valid for 6 months after your scheduled return to South Africa. **Non South African passport holders may also be required to have re-entry documentation and it is entirely the client's duty to ensure that such documentation is in order before departure**

Further to the above, it shall remain the Client's sole responsibility to ensure that the correct visas are obtained for the purposes of travelling from RSA to another country and the Client hereby indemnifies the Travel Agent against any harm, as defined in terms of the Consumer Protection Act 68 of 2008, or damages of any kind whatsoever and howsoever arising.

**MALARIA AND OTHER TROPICAL DISEASES: WARNING**

Certain parts covered by your itinerary are areas where there is a high-risk of malaria and other tropical diseases. We strongly recommend that the necessary precautions be taken in this regard and recommend that you check with your medical practitioner before departure or a medical practitioner well versed in tropical diseases immediately upon your arrival in Africa or any other tropical or sub-tropical destination. If you have not done so prior to departure, it is imperative you do so upon your return.

**FEES & DURATION** – As per agreement in Schedule 1. You hereby agree to use Tripos Travel (Pty) Ltd as its sole and exclusive Travel Management Company for a period of three years commencing 01 May 2016.

**CANCELLATION** – The supplier's terms and conditions will apply.

**UNSCHEDULED EXTENSIONS** - In the unlikely event of there being unscheduled extension to the final itinerary caused by flight re-scheduling, flight delays, bad weather, strikes or any other cause which is beyond the control of the Travel Agent, its agents or the Third Party Supplier, it is understood that expenses relating to these unscheduled extensions (hotel accommodation etc) will be for the Client's account.

**ITINERARY VARIATIONS & TRANSFERS** - While every effort is made to keep to the final itinerary, Third Party Supplier and/or the Travel Agent reserve the right to make changes for the Client's convenience e.g. in some cases, weather conditions can necessitate an alteration in the itinerary and this does not constitute any reason for a refund. It is the Client's duty to check each amendment to the itinerary and also to sign the final one.

**BREAKAWAYS** - While it is possible to break away from the itinerary, it is understood that such breakaways will be for the Client's account.

The Client is responsible for any additional charges incurred by its staff during the duration of their booking (example: returning cars late, traffic fines and overspending on meals etc). These will be passed on to the client for payment as and when it becomes due.

**PROTECTION OF PERSONAL INFORMATION -**

**Permission To Use Your Personal Information** - By agreeing to these Terms and Conditions the Client hereby voluntarily authorise the Travel Agent to process the Client's, including all third parties travelling with the Client, (collectively referred to as "the Client") personal information (including name, credit card & banking details, physical address, telephone numbers & any other information provided to Sure Travel), which includes providing the personal information to Third Party Suppliers. Processing shall include the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. This consent is effective immediately and will endure until the relationship between the Client and the Travel Agent has been terminated.

**Protecting Your Special Personal Information** - By agreeing to the terms of this Agreement the Client expressly consents to the processing of special personal information, which includes providing the special personal information to Third Party Suppliers, as defined in the Protection of Personal Information Act, 4 of 2013, by the Travel Agent.

**The Client's Rights in Terms of This Consent** - It shall remain the Client's obligation to update their personal information and special personal information as defined in the Protection of Personal Information Act, 4 of 2013.

**Trans-Border Flow of Information** - The Client hereby expressly consents to the processing of its personal information by way of the trans-border flow of information. This will occur where personal information has to be sent to service providers outside of the Republic of South Africa for storage or further processing processes on the Client's behalf.

**LAW & JURISDICTION** - South African law and the jurisdiction of South African courts will govern the relationship between the Client and the Travel Agent. The Travel Agent shall be entitled to institute any legal proceedings arising out of or in connection with this contract in any Magistrates Court having jurisdiction in terms of Section 28 of the Magistrates Court Act no. 32/1944 as amended, notwithstanding that the amount in issue may exceed the limits of such jurisdiction.

**CONDUCT** - The Client agrees that he/she will at all times comply with the Travel Agent's or others' requirements and instructions in regard to his/her conduct and he/she will not in any way constitute a hindrance to any other passenger or person on the tour, mode of conveyance, at any place of accommodation, entertainment or where meals and/or drinks are

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served. The Client indemnifies and holds harmless the Travel Agent against damages suffered and/or costs incurred by the Travel Agent and/or any third party as a result of a breach of this clause.

**SPECIAL REQUESTS** - Clients who have special requests must specify such requests to the Travel Agent in the Enquiry or in response to the Estimate. Whilst the Travel Agent will use its best endeavors to accommodate such requests, it does not guarantee that it will.

**AMENDMENTS** - No amendment, cancellation or waiver of any term or right referred to herein shall be valid or binding unless reduced to writing and signed by both the Client and a duly authorised representative of the Travel Agent.

**REFUNDS** - No refunds will be considered in any circumstances whatsoever by the Travel Agent. Refunds by the Third Party Supplier will be subject to their terms and conditions. The Travel Agent is entitled to charge an administration fee for handling of refunds.

**FORCE MAJEURE** – The Travel Agent shall have the right to cancel any contract should its fulfilment be rendered impossible, impeded or frustrated by strike, lock-out, civil commotion, war, act of God, force majeure, lack of materials, operation of law or regulations or order made by any statutory or other duly constituted authorities or any other cause beyond the control of the Travel Agent. Force Majeure includes renovations that may be carried out at your resort – whilst the Travel Agent will use its best endeavors to provide current information in that regard and whilst the resort will use its best endeavors to keep any inconvenience to a minimum, the fact that restoration or renovations are being carried out does not constitute grounds for any claim against the Travel Agent.

The Travel Agent will use its best endeavors to recover from third parties such monies as may have been paid to them on behalf of the Client. All monies so recovered by the Travel Agent will be reimbursed to the Client less a 5% (Five percent) of the Price as an administration charge. Professional fees charged by the Travel Agent are non-refundable.

Notwithstanding anything to the contrary contained herein, it shall remain the Client's responsibility to familiarise themselves with the booking/reservation made as well as the political climate, weather and all other factors that may affect the booking/reservation. The Travel Agent shall not be held responsible for any damages or harm, as defined in terms of the Consumer

Protection Act 68 of 2008, of any kind whatsoever and the Client hereby indemnifies the Travel Agent against same.

**CURRENCY DECLARATIONS** - The Client must lodge a currency declaration (in the event of trans-border travel) with the Travel Agent before the travel documents will be released.

**FOREIGN EXCHANGE REGULATION COMPLIANCE** - This is the Client's exclusive duty. This will apply especially when the Client instructs the Travel Agent to make and pay for travel arrangements on the Internet.

**e-TICKETING** - The Client must be ready to show their identity document and possibly their credit card at the check-in counter of the airline concerned. This will apply to all members of a travelling party and for EACH MINOR.

**INTERNET BOOKINGS** – If the Client requests or instructs the Travel Agent to do bookings via the Internet, the Client irrevocably authorises the Travel Agent to do the following on its behalf (1) make any selections of and for the Proposed Travel Arrangements (2) make payments and (3) accept booking conditions. The risk associated with the booking via the Internet shall remain the sole risk of the Client and the Client hereby indemnifies the Travel Agent against any harm, as defined in terms of the Consumer Protection Act 68 of 2008, or damages of any kind whatsoever.

**DRIVER'S LICENCE** – Even if you have obtained an international driver's licence, please take your national driver's licence with you.

**CONFIDENTIALITY** – Subject to statutory constraints or compliance with an order of court, the Travel Agent undertakes to deal with all Client information of a personal nature on a strictly confidential basis.

**CONFIRMATION OF TRAVEL ARRANGEMENTS:** All onward travel arrangements (local and international & on return to RSA, domestic connecting flights) must be reconfirmed by the Client 72 hours prior to departure.

**TAXES & SURCHARGES** - Where possible airport and airlines taxes and surcharges are reflected in all prices. It should be noted that certain airlines invoke additional taxes and/or surcharges if any changes are made to the tickets and/or routing even if the ticket has been fully paid. Furthermore, it is important that you check with the travel agent prior to departure from South Africa what the current airport departure tax is of all the countries you will be passing through as these taxes are usually payable in the local currency and must be provided for.

**DISPUTE – RESOLUTION**

Any and all dispute arising out of or in connection with the Conditions including any question regarding its existence, validity or termination, shall be dealt with as follows:

- 1 Firstly, the parties will meet within 5 (five) working days of the dispute arising in an attempt to resolve the matter amicably. Failing such amicable resolution of the dispute within 5 (five) days of their meeting, they will attempt to resolve the matter by mediation – the mediator will be an independent third party mutually agreed upon and, failing such mutual agreement, a party appointed as a mediator by the Arbitration Foundation of South Africa ('AFSA'), which mediator must be appointed within 5 (five) days of their failing to resolve the matter amicably and the mediation itself must take place with a further 5 (five) days from the date the mediator is appointed. Failing such amicable resolution of the dispute by the intervention of a mediator, the dispute must be referred to arbitration in Johannesburg within two (two) days of the failure to resolve the dispute by the intervention of a mediator, which referral must be delivered in writing to and be conducted in terms of the rules of AFSA for the time being in force which rules are deemed to be incorporated by reference into this clause. The tribunal shall consist of one (1) arbitrator to be appointed pursuant to the AFSA Rules. The arbitrator's decision shall be final and binding upon the parties and shall provide the sole and exclusive remedies of the parties. All judgment upon the award so rendered may be entered in any court having jurisdiction or application may be made to such court for a judicial acceptance of the award or orders of enforcement. The commencement of any arbitration proceedings under this Clause shall in no way affect the continual performance of the obligations relates to the subject matter of such proceedings. All arbitration proceedings shall be in the English Language.
- 2 Notwithstanding the provisions of this clause, either party may bring an urgent application to any court that has jurisdiction if circumstances arise that merit such an application.

**DOMICILIUM CITANDI ET EXECUTANDI (ADDRESS FOR ALL PROCESSES AND NOTICES)**

The parties elect their respective domicilium citandi et executandi as reflected in the Booking Form.

**ENTIRE CONTRACT** - The Conditions constitute the entire terms of the relationship between the parties. There exist no other terms, conditions, warranties, representations, guarantees, promises, undertaking or inducements of any nature whatsoever (whether verbal, written or electronic) regulating the relationship and the Client acknowledges that he/she has not relied on any matter or thing stated on behalf of the Travel Agent or otherwise that is not included herein.

**I understand, and accept all above transactional terms:**

- **Each booking, including future bookings, shall be subject to all of the above transactional terms.**
- **Each page initialed means you have read the page, the risk has been explained to you and you understand and accept it.**
- **As a representative of the corporate client, you acknowledge that the onus of informing, explaining and obtaining a signature or written agreement of the above terms and conditions from each traveller, rests solely with the client company in question, and not with Tripos.**
- **If you are satisfied, please tick the box at the end of this sentence to indicate that you accept and agree to be bound by all the above transactional terms: YES**

**TRAVELLER'S NAME** or  
**COMPANY**  
**REPRESENTATIVE** on  
behalf of all company  
travelers

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_